

## Position Description: EXBS Program Coordinator

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### ❖ **Basic Function of the Position:**

This is a professional level FSN position responsible for coordinating the programmatic efforts of Export and Related Border Security (EXBS) Program for Colombo, Sri Lanka. Meet with high-level host country officials to coordinate EXBS activities and to determine training and equipment needs. Responsible for budgetary matters, including bookkeeping, estimation and planning annual office expenses, providing Washington DC with monthly and on-going budget reports. Other duties and responsibilities include organizing training events to be conducted locally and abroad; interpreting for EXBS Advisor, PMA staff, and high level delegations.

### ❖ **Major Duties and responsibilities:**

#### **Coordinates Regional EXBS Program Activities, Administers the EXBS Budget and Coordinates EXBS Assistance to host nation agencies:**

- Administers multi-million dollar, multi-year budget and grant programs; provides administrative, financial and technical oversight of project awards.
- Maintains working relationship with the U. S. Embassy's Administrative Sections (Budget, Financial, General Services) in arranging for services as needed and resolving problems regarding such services.
- Participates in negotiations and contracting with local companies to acquire supplies and services for the host country. Drafts the annual work plan, prepares Statements of Work, works closely with State/A/LM/AQM and Embassy GSO on solicitations and contract and grant awards.
- Participates in the development and administration of the EXBS Country Plan for Sri Lanka under the purview of the EXBS office, as well as regional plans.
- Tracks and maintains receipts for all equipment donations and grants to host nation's governments, to include equipment grants by partner agencies. Coordinates training events organized locally and abroad for host government officials.
- Provides direct support to visiting agencies and contract providers for scheduling of appointments with senior host nation officials, maintains EXBS / visitor contact data and training and equipment and grants databases, and monitors and translates relevant press stories.
- Acts as back-up to the EXBS Advisor/Program Manager when he/she is not at post. Provides ongoing support to visiting U.S. officials in support of EXBS programs.

#### **Liaison Duties and Interaction with Other USG Agencies:**

- Incumbent provides guidance and advice in the development and administration of the EXBS Country Plan by serving as a key figure in identifying, establishing and maintaining strong working relationships between various USG agencies and key high level host nation officials.
- Provides USG officials and host nation officials with official and unofficial oral interpretation and written translations on diverse subject matters that may include specialized vocabulary, including technical, law enforcement, scientific and legal jargon from English to Sinhala/and Sinhala to English.
- Interacts with host nation officials relating to topics ranging from import and export licensing regimes and procedures, border security, border interdiction techniques, counter-proliferation investigations, to topics relating to technical equipment, its use, maintenance and needed repairs.
- Interacts with representatives from Department of State (DOS), Department of Homeland Security (DHS), Department of Defense (DOD), Department of Energy (DOE), Department of Commerce (DOC),

the Department of Justice (DOJ), and other departments and agencies, and at times may assist these agencies with coordinating various activities, as directed by the EXBS Advisor.

**Administrative Duties:**

- Performs a wide variety of administrative duties, including filing, records searches, and the assembling of materials for use in preparing reports, etc., from oral instruction or in accordance with standard EXBS Office procedures, the EXBS Advisors Handbook and other directives.
- Develops and maintains relevant databases, files, notes, and point of contact lists to facilitate EXBS Office contact and coordination with host government officials and others.
- Coordinates delivery of equipment and training programs for host country government officials organized within the framework of EXBS Program in country or abroad.
- Prepares and manipulates Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations. Routinely utilizes SharePoint.